

ROUTING AND TRANSMITTAL SLIP		Date
		2 SEP 86
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. SENIOR TRAINING OFFICER/DDA		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

#1 - FOR APPROPRIATE ACTION

FYI
ADDA _____
DDA _____ 4 SEP 1986
DDA REG (FOR SUBJECT FILE)

SUSPENSE: 16 SEPTEMBER 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM <div>Executive Assistant/DDA</div>	Room No.—Bldg.
	Phone No.

5041-102 * U.S.G.P.O.: 1963-421-529/320 OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

DDA REGISTRY
FILE: 18-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1987 Guest Speaker Program

FROM

EXTENSION

NO.

Director of Training and Education
1026 C of C

OTE 86-4026

DATE

27 AUG 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA
7D24 HQS

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OTE 86-4026

27 AUG 1986

MEMORANDUM FOR: Executive Director
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM:

Director of Training and Education

STAT

SUBJECT: 1987 Guest Speaker Program

1. This memorandum solicits your suggestions for guest speakers in 1987.
2. Based on your suggestions last year, three speakers have made presentations in the Auditorium this year, General Paul Gorman, Mark Russell, and Roger B. Smith. Two more, whose dates are being negotiated, George Will and Sally Ride, will appear before the end of the year.
3. In planning a slate of speakers for 1987, we would like to ensure that the interests of all Agency employees and components are surfaced. To that end I invite each of you to submit names of prospective speakers. The criteria used for selection are:
 - a. Subject matter should have a significant bearing on the intelligence profession or on international affairs.
 - b. It should affect, or be of concern to, a broad cross section of Agency personnel--or at least several Agency components--in order to warrant inviting a large audience.
 - c. The person making the presentation should be well known and genuinely knowledgeable about the subject matter. In general, we seek the kind of speaker who is at the forefront of his/her field.
 - d. The speaker should be effective in communicating with a large audience representing different backgrounds.

SUBJECT: 1987 Guest Speaker Program

e. The speaker(s) will be drawn from the academic world, foundations, the business community, the media, Congress and the executive departments of government.

4. Please forward a list of suggested speakers, with field of expertise and any other available background, to [redacted] CSI/OTE, Room 1036, Chamber of Commerce Building. We will submit a list of recommendations to the Executive Director for approval and advise you of the final selections.

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cc: D/PAO